

Chapter 7: Generating Reports

Report Selection Page

The **Report Selection** page allows users to generate reports in FASS-PHA based on the PHA's completed unaudited and audited submission data. The following reports are available:

- **Combined Balance Sheet**
- **Revenues and Expenses**
- **Expenditures of Federal Awards**
- **Financial Data Schedule**
- **Data Collection Form** (Available for Audited/A-133 submissions only. Adobe Acrobat Reader version 4.05 or higher must be used to download this report.)

Report Selection
[Inbox](#) | Reports

PHA
HT001 Hometown PHA

Fiscal Year End Date None

Submission Type None

Go

Date Created None

Report
Combined Balance Sheet

Generate Report

Reset


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To generate a report on the **Report Selection** page:

1. Starting on the **PHA Inbox** page, select a PHA from the drop-down menu in the *PHA Code* field.

⇒ *NOTE: You do not need to select a Submission Type, Status, or Fiscal Year End.*

Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Inbox | [Delete Draft Submission](#)

PHA Code

HT001

Submission Type

ALL

Status

ALL


Fiscal End Year

All

2000

Go

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.
WARNING - Only open one submission at a time to avoid data corruption problems.

2. Click on the Go  button. The submissions for the selected PHA display in the table and a Reports link displays at the top and bottom of the page.

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PHA Code

Submission Type

Status

Fiscal End Year

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link. WARNING - Only open one submission at a time to avoid data corruption problems.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Approved	HT001	Anytown PHA	Unaudited/A-133	09/30/1999	03/10/2000	CHRIS KUBACKI

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[Create New Submission](#) | [Unusual Circumstance Request](#)

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3. Click on the [Reports](#) link. The **Report Selection** page displays.

Report Selection
[Inbox](#) | Reports

PHA

Fiscal Year End Date



Submission Type

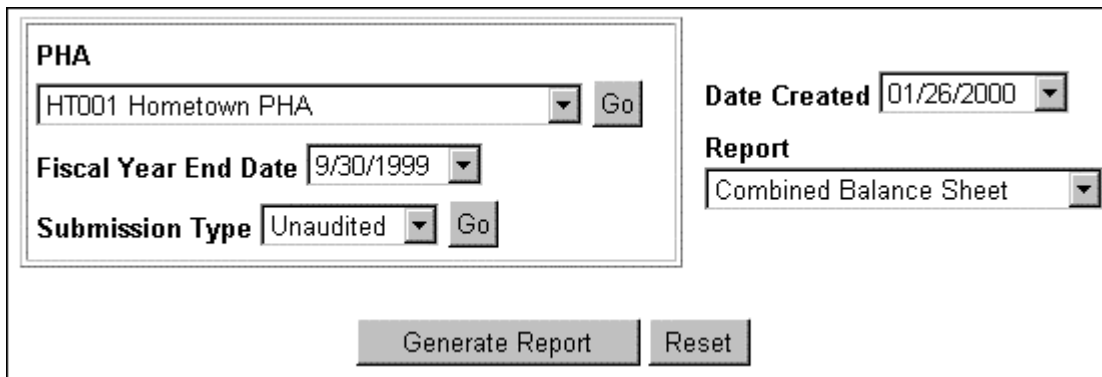
Date Created

Report


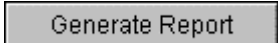

[Inbox](#) | Reports

4. On the **Report Selection** page, click on the *PHA* drop-down menu to select a PHA from the list.

5. Then click on the Go  button next to the *PHA* field. The **Report Selection** page re-displays with the *Fiscal Year End Date* and *Submission Type* fields automatically populated with the completed submission information for the selected PHA.
6. Click on the drop-down menu to view and select a *Fiscal Year End Date*.
7. Using the drop-down menu, in the *Submission Type* field, click on either “Audited” or “Unaudited”.
8. Then click on the Go  button next to the *Submission Type* field. The **Report Selection** page re-displays with the *Date Created* field automatically populated with the date that the Audited or Unaudited submission was received by REAC.
9. If more than one submission exists, click on the drop-down menu to select the *Date Created*.



The screenshot shows a web form titled "Report Selection". On the left, there is a section for "PHA" with a dropdown menu showing "HT001 Hometown PHA" and a "Go" button. Below this is the "Fiscal Year End Date" dropdown menu showing "9/30/1999". At the bottom of this section is the "Submission Type" dropdown menu showing "Unaudited" and another "Go" button. On the right side of the form, there is a "Date Created" dropdown menu showing "01/26/2000" and a "Report" dropdown menu showing "Combined Balance Sheet". At the bottom center of the form are two buttons: "Generate Report" and "Reset".

10. In the *Report* field, click on the drop-down menu to select the report to generate. Use the Reset  button to return the *Report* field to its default setting, if necessary.
11. Then click the Generate Report  button. The selected report generates and displays.
12. Click the Print  button to print the report.
13. To return to the **Report Selection** page, click on the [Reports](#) link.